

## **SPECIAL AGENT-IN-CHARGE, DOC**

### **REVIEW OF JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Review:** April 15, 2008 – April 16, 2008

**Collective Bargaining Identification:** E99

**Job Analysis Review Conducted By:** Kin Ho-Van, Selection Analyst  
Selection Services Section

**Number of Incumbents:** There are **11** incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated March 21, 2008.

**Names of the Subject Matter Expert(s) and their background:**

Erin Parker is the acting Chief of the Office of Internal Affairs and directly supervises the Special Agent-In-Charge, DOC classification. She has worked for the Department of Corrections and Rehabilitation for over 14 years.

Michael Ruff is a Special Agent-In-Charge, DOC in the Office of Correctional Safety. He has worked for the Department of Corrections and Rehabilitation for over 23 years.

**COMMENTS: Both Subject Matter Experts participated in the review. An agreement was reached on the Tasks and Knowledge and Skills needed to work at the level of a Special Agent-In-Charge, DOC.**

**SPECIAL AGENT-IN-CHARGE, DOC  
INFORMATION GATHERING  
REVIEWED**

Subject Matter Experts reviewed the existing job analysis for the Special Agent-In-Charge dated April 15, 2008 – April 16, 2008, to provide any necessary updates/changes. Minor changes were made to the previous job analysis dated September 6, 2006 – September 8, 2006.

Copies of the revised tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in the binder marked Special Agent-In-Charge, 2003/2006.